# 06.3 HHS PIA Summary for Posting (Form) / OS ASA Acquisitions Reporting System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  6/8/2011

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0411

**5. OMB Information Collection Approval Number:**  no

**6. Other Identifying Number(s):**  no

**7. System Name (Align with system Item name):**  OS ASA Acquisitions Reporting System (ARS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Maggie Pippin

**10. Provide an overview of the system:**  ARS provides a reporting capability to the data contained within the HHS Consolidated Acquisition System (HCAS).  HCAS delivers a standardized global purchase request information system (PRISM) for all HHS OPDIVs that use the Unified Financial Management System (UFMS).

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The ARS provides reporting capability for HCAS, thus it will contain the same IIF as does HCAS.  It contains information necessary to support a procurement relationship between HHS and the vendor community. There are limited instances where an individual's information is in identifiable form (IIF). In addition to names of contractors who serve as HHS buyers, ARS will

maintain IIF for service fellows and sole proprietorships that provide vendor services as individuals.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** ARS provides a HCAS reporting capability. Acquisition processes supported by HCAS include acquisition planning, solicitation, contract creation and approval, contract award and award closeout, and contract performance monitoring and management. To support these business processes, IIF contained in HCAS, and thus in ARS, may include the following: vendor and contracting officer names, vendor mailing addresses, phone numbers, vendor financial account information, legal documents, web URLs, email addresses, vendor education records, and vendor tax ID numbers (TIN) or social security numbers.


Social security numbers of vendors may be captured within HCAS, and thus within ARS, under certain circumstances where a TIN is not available. In order for vendors to obtain the benefit of contracting with HHS, either a TIN or SSN is required. Provision of this information by the vendor is elective and again, is only used when a vendor TIN is not available.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** All notification for the use and protection of private information is conveyed in writing during training and by electronic notice. By completing and signing as a new user of the application, ARS users will be aware of what IIF is being collected and how it will be used.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** In the C&A process, ARS will use NIST 800-53a security controls and will establish the required level of security measures, including end user IDs, passwords, group accounts, a certified facility, background screening on system administrators. Security controls will be reviewed annually, at a minimum.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:**  Ruth M. Doerflein
**Sr. Official for Privacy Approval:**  Promote
**Sr. Official for Privacy Name:**  Mark A. Brown
**Sign-off Date:**  7/1/2011
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Workflow Information Tracking System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  6/7/2011

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1160-00-403-251

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0018(Personnel Records in operation Offices, HHS/OS) 09-90-0006 (Applicants for Employment Records, HHS/OS)

**5. OMB Information Collection Approval Number:**  n/a

**6. Other Identifying Number(s):**  n/a

**7. System Name (Align with system Item name):**  Enterprise Workflow Information Tracking Systems (EWITS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Joy Chapman

**10. Provide an overview of the system:**  EWITS is a web-based Human Resources (HR) application that is used by HHS personnel to: track work activities; provide workflow management; monitor HR actions and provide metrics for reporting, request for executive and non-executive parking, apply for Transhare benefits, provide personal information to HR staff about the requestor's retirement benefits, and manage the incentive award process from nomination to HR processing.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Information shared with HHSD OPDIV's only

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The EWITS collects the following mandatory information for the following purposes:

For the parking assignments and Transhare subsidy reimbursement and employee notification of such:

Name

HHSID

Vehicle identifiers (e.g., license plates)

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

For retirement estimate requests and completed return of such requests:

Name

HHSID

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

Military status and/or records

Employment status and/or records

For Employee Relations/Labor Relations cases and contacting employees:

Name

HHSID

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

Notes: Pay Range is not applicable since it is not applied to an employee; rather, it is used in the Recruitment hiring management tool to categorize job offerings.

The EWITS no longer collects SSN, making use of the HHSID instead.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** none

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Access limited on a "need to know" role-based security

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Mark A. Brown

**Sign-off Date:** 6/8/2011

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Information Collection Request, Review, and Approval System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 5/24/2011

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-90-01-06-02-0142-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** Information Collection Request, Review and Approval System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** John Hartmann

**10. Provide an overview of the system:** To assist HHS to electronically administer and manage its information collection clearance responsibilities under the Paperwork Reduction Act (PRA). Information Collection Review & Approval System (ICRAS) is a web-based databasde application that helps Federal agencies electronically administer and manage its information collection clearance responsibilities under the Paperwork Reduction Act (PRA).

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** OMB

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** ICRAS provides users with the functionality to create and upload OMB PRA forms 83-I, 83-C, 83-E, 83-D, Supporting Statemens, draft and final Federal Register postings, laws, statutes, regulations, memos and cover letters, and OMB's Notices of Action in reply to the submittal of the OMB 83 formxs and attachments.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASPR MedMap

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:** 5/23/2011

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** No

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** Os ASPR MedMap

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Robert Shankman 202-205-4748

**10. Provide an overview of the system:** MedMap is a secure Geographic Information System (GIS) based, electronic, interactive mapping application. This application incorporates information from numerous sources both internal and external to HHS. It will include other federal and public agencies such as (NOAA, USGS as well as other NGOs) into a single visual environment for enhanced situational awareness, assessment, and management of resources for planning, response to a natural, man-made or pandemic events. This system will support functions such as policy analysis, planning, course of action comparison, incident management, and training. It supports the needs of decision makers at various levels within HHS and other federal agencies to provide enhanced situational awareness at a level of granularity needed for all responders including regional emergency coordinators and teams in the field. It is also able to display and provide details on medical care sites, resources and mobilization points and provide analytical tools for planning and preparedness efforts. During a large event such as an improvised explosive device (IED) or hurricane, there is the need to immediately determine medical care sites, resources and mobilization points and modify information as it becomes available and changes. Rapidly changing conditions and the potential need for a large regional or national response requires extensive pre-planning and a highly flexible system as well as the ability for data from the field to seamlessly get to aid in leadership physically removed from the scene to aid in the planning of the event's response. MedMap is able to display many different datasets and information feeds including local data feeds to help all involved work with a more complete aggregation of data, thus allowing for more coordinated decision making and response. With a fully customizable interface, individual users are able to define and incorporate the data layers that they need for a specific event or need.

**13. Indicate if the system is new or an existing one being modified:** New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system.**

**This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** 1. The system does not no collect, maintain, or disseminate any PII data. The system store Geographical mapping information only.

2. The information is used to track geographical of resources for disaster operations. It supports functions such as policy analysis, planning, course of action  comparison, incident management, and training.

3. The system doe not contain any PII.

4. The system does not contain PII therefore PII is neither submitted nor stored.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** 1. The system does not contain PII so it is not necessary to notify and/or obtain consent from individuals regarding major changes in the system. However when changes are made in the system, users of the system are notified of the changes that affect usability through training.

2. The system does not contain PII therefore PII is not collected from them. The information that is collected in the system is geographical information about hospitals all over the United states

3. The system does not contain PII. The information within the system is shared through a secure web interface

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** No

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Jane Laroussi

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Mark A. Brown

**Sign-off Date:** 5/23/2011

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Computer Security Incident Response Center General Support System [System]**
**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:** 3/16/2011

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** HHS Computer Security Incident Response Center (CSIRC) General Support System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Daniel Galik

**10. Provide an overview of the system:** The HHS CSIRC program is being implemented to provide HHS with a centralized view of the Department's security posture, improve coordination with the United States Computer Emergency Readiness Team (US-CERT), and improve the ability to detect and respond to security threats.

Collaboration on an agency-wide solution enables HHS to efficiently utilize its resources to comply with the Federal Information Security Management Act (FISMA) requirements, while conforming to enterprise architecture standards and meeting the needs of the individual Operating Divisions (OPDIVs). The HHS CSIRC program is complementary to the HHS Cybersecurity and the Trusted Internet Connection (TIC) initiatives, which provide the Department and its OPDIVs centralized security services.

The scope of the HHS CSIRC is Department-wide anomaly monitoring and detection, incident management and mitigation, and recovery support to the Department and the following OPDIV Computer Security Incident Response Teams (CSIRTs):

·         Agency for Healthcare Research and Quality (AHRQ)

·         Administration on Aging (AoA)

·         Centers for Disease Control and Prevention (CDC)

·         Centers for Medicare and Medicaid Services (CMS)

·         Food and Drug Administration (FDA)

·         Health Resources and Services Administration (HRSA)

·         Indian Health Service (IHS)

·         National Institutes of Health (NIH)

·         Office of Inspector General (OIG)

- · Office of the Secretary (OS)
- · Program Support Center (PSC)/Information Technology Office  (ITO)
- · Substance Abuse and Mental Health Services Administration (SAMHSA)

The HHS CSIRC General Support System is comprised of all technologies that support network connectivity, end user computer, incident response tracking, intrusion detection systems, forensics systems and event log management systems.  Within the protected enclave of the HHS CSIRC, the following applications will be supported:

- · Incident Ticketing System
- · HHS Enterprise Vulnerability Management
- · HHS CSIRC Network Infrastructure
- o Enterprise Directory, DNS, DHCP and Microsoft Exchange
- o Antivirus and patch management services
- · HHS CSIRC workstations (desktop/laptop)
- · Malware Analysis Tools

Multi-factor Authentication

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** Data is only shared internal to the division.  HHS may share data with OIG for incident reporting purposes. Data collected on the network is incidental contact and not directly related to any system that stores or processes PII.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The information the agency will collect and maintain data that may be considered PII to include contact information and employment status data for government and contractor employees collected for incident response.  The agency will only use this information when making contact with individuals related to a specific security incident. The PII collected is incidental contact information and not directly related to any system that stores or processes PII.  Submission of personal information, such as personal contact information, is voluntary.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Individuals are not notified or do not provide consent for PII contained within CSIRC, except for the Rules of Behavior signed before being provided Government furnished equipment and access to Federal systems. Those whose contact information (i.e. whose PII) are in contained in the system are generally aware because they become part of the workflow for an incident. When incidents have additional records about an individual, these are incidental and are related to their functions as employees or contractors. This data is not shared outside the agency except if required to be shared with OIG as a security incident.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** PII is contained within network packets and part of the incidental collection as the networks are monitored. Data that is encrypted in transit is not collected or decrypted by this system. Any data collected is stored on secure servers that reside in a data center with strong physical and environmental security protections.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Jane Laroussi (contractor)

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Mark A. Brown

**Sign-off Date:** 3/23/2011

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Business Intelligence Information System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  2/16/2011

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  Under development

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  009-90-01-06-01-3319-00

**7. System Name (Align with system Item name):**  OS ASA Business Intelligence Information System (BIIS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Greg Huttman

**10. Provide an overview of the system:**  A system for collecting, tracking, routing, maintaining, and reporting personnel, pay, attendance/leave, and other information relating to all HHS employees. BIIS is used to access HHS wide personnel (EHRP), Time and Attendance (ITAS), Recruitment (EWITS) and payroll (DFAS) data. HHS employees can also access various canned and create ad-hoc reports.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**
Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**
Human Resource and other department-wide authorized personnel, supervisors, and employees. Also external agencies (i.e. OPM, OMB) and various other executive and legislative areas of the Federal Government (i.e. Congress, The White House) if requested and authorized. Purpose: Reporting.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** (1) BIIS consists of HHS wide data warehouse to hold personnel, Time and Attendance and payroll information (2) Customers log into BIIS for secure access to various pre-programmed or 'canned' reports. BIIS also provides customers the opportunity to build their own custom ('adhoc') reports via a user-friendly simplified representation of data (3) Data consists of PII information like SSN, Name, DOB, Address etc. Payroll data is SSN driven making it a mandatory data element for reporting in BIIS (4) Submission of personal information is mandatory for reporting

.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** (1) Information is collected from individuals. Consent is granted as part of the employee induction process. (2) Information is collected from individuals. Consent is granted as part of the employee induction process (3) Consent is granted as part of the employee induction process. Information is used for budgeting, manpower staffing, and pay data reports.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The following administrative, technical, and physical controls are in place for BIIS:

Administrative Controls:

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness

Training

Contractor Agreements
Least Privilege Access
IIF Policies

Technical Controls:
User Identification and Passwords
Firewall
Encryption
Intrusion Detection System (IDS)

Physical Controls:
Guards
Identification Badges
Key Cards
*PIA Approval*
**PIA Reviewer Approval:**  Promote
**PIA Reviewer Name:**  Jane Laroussi (contractor)
**Sr. Official for Privacy Approval:**  Promote
**Sr. Official for Privacy Name:**  Mark A. Brown
**Sign-off Date:**  6/8/2011
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

# 06.3 HHS PIA Summary for Posting (Form) / OS OCR Program Information Management System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  2/16/2011

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0052

**5. OMB Information Collection Approval Number:**  0990-0269

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Program Information Management System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Fernando Correa

**10. Provide an overview of the system:**  Case tracking, document management and executive information.  The Program Information Management System (PIMS) was developed to allow OCR to manage more effectively its program information needs and to integrate all of OCR's various business processes, including all its compliance activities, to allow for real time access and results reporting and other varied information management needs.  Among other things, PIMS was developed to support the collection of compliance related and other identifying information needed for OCR to complete compliance activities and determinations.  Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and other statutes that prohibit discrimination by programs or entities that receive Federal financial assistance from HHS; Federally- conducted programs in cases involving disability-based discrimination under Section 504 of the Rehabilitation Act; state and local public entities in cases involving disability-based discrimination under Title II of the Americans with Disabilities Act; certain health plans, health clearinghouses and health care providers with respect to enforcement of the standards for privacy of individually identifiable health information under the privacy rule issued pursuant to  the Health Insurance Portability and Accountability Act (HIPAA).

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass**

**through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** DoJ, EEOC, Federal Mediation & Conciliation Service, other Federal agencies, Congressional offices (but only in response to forwarded constitutent inquiries) -- as part of routine uses as specified in Syxstem of Records notice. permitting disclosure to a congressional office, allows subject individuals to obtain assistance from their representatives in Congress, should they so desire. Such disclosure would be made only pursuant to the request of the individual. allows disclosure to the Department of Justice or a court in the event of litigation. allows referral to the appropriate agency, in the event that a System of Records maintained by this agency to carry out its functions indicates a violation or potential violation of law. allows disclosure of records to contractors for the purpose of processing or refining records in the system Complaints involving alleged age discrimination are referred to the Federal Mediation and Conciliation Service consistent with the regulations implementing the Age Discrimination Act of 1975. Certain employment cases may be referred to the Equal Employment Opportunity Commission. In each of these instances, the allegations themselves are forwarded, but the data on the cases resident in OCR's PIMS system is not forwarded.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The mandatory fields for the new forms are: name, contact information, whether the complaint is being filed on behalf of someone else, the basis for the complaint (e.g., race/color/national origin, age, religion, gender (male/female), disability, violation of the privacy of protected health information), the entity against which the complaint is being filed, when the incident(s) occurred, a brief description of what happened and the complainant's signature. In some situations, the law requires OCR to get the complainant's signature, in other cases it is voluntary. In addition, several voluntary fields are included to assist OCR in processing the complaint and to provide appropriate customer service. Those fields are: an alternate person to contact if the complainant cannot be reached; whether this complaint has been filed with other agencies or is the basis of a lawsuit and, if so, to identify where else the complaint has been filed; and whether the complainant needs special accommodations for OCR to communicate with them (e.g. Braille, TDD). We also have included a limited number of questions to be answered on a voluntary basis to help us better assess whether we are adequately reaching and providing service to populations whose rights are covered by our statutory authorities. These questions concerning the complainant or the person on whose behalf a complaint has been filed, are: ethnicity, race, primary language spoken (if other than English), and the means by which the complainant learned about being able to file complaints with the Office for Civil Rights. Failure to answer the voluntary questions will not affect OCR's decision to process a complaint. Use of these forms is voluntary. Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically. In its Medicare certification process, each applicant for certification responds to OCR's data request. The questions pertain to the policies and procedures of nondiscrimination; communication with persons who are Limited English proficient or sensory impaired; required notices; provision of auxiliary aids to persons with sensory, manual or speech impairments; grievance procedures for

disability discrimination allegations; and information regarding restrictions based on age.  The information received in response to a data request does not normally include personally identifiable information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** For individual complaints, the initial information is collected from the complainant, or someone acting on their behalf.   It is collected using one of OCR's two approved complaint forms for discrimination complaints and health information privacy complaints, which are available for downloading from OCR's web site.  Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically.   OCR's two complaint forms each contain a privacy notice describing how the complainants information will be used.    The discrimination notice is similar to the following health information privacy notice:  "Filing a complaint with OCR is voluntary. However, without the information requested above, OCR may be unable to proceed with your complaint. We collect this information under authority of the Privacy Rule issued pursuant to the Health Insurance Portability and Accountability Act of 1996. We will use the information you provide to determine if we have jurisdiction and, if so, how we will process your complaint. Information submitted on this form is treated confidentially and is protected under the provisions of the Privacy Act of 1974. Names or other identifying information about individuals are disclosed when it is necessary for investigation of possible health information privacy violations, for internal systems operations, or for routine uses, which include disclosure of information outside the Department for purposes associated with health information privacy compliance and as permitted by law. It is illegal for a covered entity to intimidate, threaten, coerce, discriminate or retaliate against you for filing this complaint or for taking any other action to enforce your rights under the Privacy Rule. You are not required to use this form. You also may write a letter or submit a complaint electronically with the same information. To submit an electronic complaint, go to our web site at: http://www.hhs.gov/ocr/privacyhowtofile.htm. To mail a complaint see reverse page for OCR Regional addresses."  In addition, for all complaints received that OCR initially determines are within our jurisdiction, complainants receive an acknowledgment letter that includes a fact sheet titled Protecting Personal Information in Complaint Investigations.  This fact sheet describes how the information is protected by OCR, how a person can request a copy of their file under the Freedom of Information Act, to what other government agencies OCR may legally give the complainants information (see Section 4 above),  and what protections are in place if someone else requests the complainants file.  Where investigation of a complaint requires providing the complainants name to the covered entity against whom the complaint is filed, the complainant is always asked to sign a consent form allowing release of their name to the covered entity.  Similarly, if investigation of the complaint requires acquiring the complainants medical record from the covered entity, the complainant is asked to sign an authorization allowing OCR to request the information.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Only authorized OCR users whose official duties require the use of such information have access to the information in the system. No users outside of OCR have access to PIMS. Specific access is structured around need and is determined by the person's role in the organization. Access is managed through the use of electronic access control lists, which regulate the ability to read, change and delete information in the system. Each OCR user has read access to designated information in the system, with the ability to modify only their own submissions or those of others within their region or group. Data identified as confidential is so designated and only specified individuals are granted access. The system maintains an audit trail of all actions against the data base. All electronic data is stored on servers maintained in locked facilities with computerized access control allowing access to only those support personnel with a demonstrated need for access. A database is kept of all individuals granted security card access to the room, and all visitors are escorted while in the room. The server facility has appropriate environmental security controls, including measures to mitigate damage to automated information system resources caused by fire, electricity, water and inadequate climate controls. Access control to servers, individual computers and databases includes a required user log-on with a password, inactivity lockout to systems based on a specified period of time, legal notices and security warnings at log-on, and remote access security that allows user access for remote users (e.g., while on government travel) under the same terms and conditions as for users within the office. System administrators have appropriate security clearance. Printed materials are filed in secure cabinets in secure Federal facilities with access based on need as described above for the automated component of the PIMS system.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA Security and Privacy Online Reporting Tool [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  2/2/2011

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-02-00-03-0010-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A - System is not subject to the Privacy Act and thus does not require a SORN.

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASA Security and Privacy Online Reporting Tool (SPORT)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Sara Hall

**10. Provide an overview of the system:**  SPORT collects and maintains all security and privacy data points and metrics on HHS' FISMA information systems.  The Primavera ProSight Fast Track for FISMA and Privacy Compliance application, a commercial off-the-shelf (COTS) product, is the primary component of the SPORT system.  This COTS product enables the SPORT system to deliver IT services that allow agencies to capture, assess, manage, and report on the overall posture of information security programs and systems.  As the HHS Enterprise FISMA tool, SPORT serves as the Department's authoritative IT FISMA system inventory.  HHS uses information stored in SPORT for quarterly and annual FISMA reporting to the OMB, POA&M oversight, PIA, and Federal Information Processing Standard (FIPS) 199 system security categorization.  Furthermore, SPORT enables the HHS CISO to conduct internal oversight reviews and to respond to the Office of Inspector General (OIG) and various other data calls.  SPORT's scorecards provide executive-level snapshot reports to assist senior management in information security decision making.  Additionally, SPORT enables users to export data from the tool and attach this information to the document repository for historical purposes.  The document repository, a module within the SPORT application, also allows users to upload other system security-related artifacts.

SPORT supports a combined user base of approximately 250 active users.  SPORT users include Operating Division (OPDIV) Administrators, CISOs and ISSOs; System Owners; System Reviewers; PIA Reviewers, Senior Officials for Privacy (SOP); and PIA Editors.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A - The system does not share PII.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Information collected in this system does not constitute PII. According to HHS PIA Policy, "systems that collect PII 'permitting the physical or online contacting of a specific individual…employed [by] the Federal Government' [See E-Government Act of 2002 http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?db name=107_cong_public_laws&docid=f:publ347.107.pdf] are an exception. Under these circumstances, only the PIA Summary is required for that system."


SPORT collects and maintains all HHS systems' IT security data necessary for quarterly and annual FISMA reporting, POA&M management, system PIA, FIPS 199 system security categorization, FISMA system inventory maintenance. POA&M management includes the tracking of system and program related security weaknesses. Security categorization includes the identification of information types maintained by a particular system and the potential impact (High, Moderate, Low) resulting from compromises to confidentiality, integrity, and availability. System Inventory maintenance includes the state of the system (stage, lifecycle, classification), contact information (ISSO, DAA/AO, system owner, program manager), and the status of security and privacy information (C&A, SSP, risk assessment, system security control review and testing, contingency planning and testing, configuration management, and PIA).

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The information collected in this system does not constitute PII.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Administrative – SPORT has a system contingency plan which, when activated, calls upon the SPORT System Owner, SPORT system administrators, and HHS security staff and contractors, to reconstitute system operations . SPORT files are backed-up regularly and stored offsite. Least privileged access is granted, and user manuals are available to identify user roles and responsibilities.

Technical – Access controls are articulated through existing Department policies and procedures represented in the Secure One HHS Information Security Program Policy and the corresponding guidance document, HHS Information Security Program Handbook.  Session termination is configured for a 30 minute timeout after which a session will be terminated.  Remote access may be granted but only in instances in which the user is first connected to the HHS network via Virtual Private Network (VPN) encrypted tunnel.  No wireless access to the application is allowed, nor are direct connections between the application and portable and mobile devices permitted.

Physical - SPORT is considered an application.  As such, it is dependent on the overall general support system and the environment in which that system resides for the proper implementation of physical and environmental security controls.  OS/ITO is primarily responsible for ensuring these controls are properly implemented and regularly evaluated.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Jane Laroussi (contractor)

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Mark Brown

**Sign-off Date:** 2/4/2011

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Service Tracking Management

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  12/8/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1015-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-15-0004

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Service Tracking Module (STM)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  David Fisher

**10. Provide an overview of the system:**  STM provides a complete set of tools to define the interagency agreements between FOH and its customer agencies, collect evidence of the fulfillment of those agreements, and provide external financial systems the information they need to bill for services rendered. STM also provides tools to view reports against data stored within it

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  HHS financial systems for billing purposes

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Employee information in addition to personal identifying information

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Records in this system are obtained from-- a. The individual to whom the records pertain. b. Agency employee health unit staff. c. Federal and private sector medical practitioners and treatment facilities. d. Supervisors/managers and other agency officials. e. Other agency records. Clients will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Information in the system is protected by management, operational, and technical controls comensurate with the level of sensitivity of that information, including:

- Data is stored in a password protected data system

- Data system is protected by network firewalls

- Computer systems maintained at secured government site.

- Credit card cards have all but last four digits masked

- Users can enter SSN or Query on SSN to validate a person's identity, but can not retrieve SSN for viewing.

- Standard Reports do not display SSN.

- Only specialized reports provided directly to authorized agency reps include this information. These reports can only be run by a select group of people and are provided physically via US Mail directed to the authorized person.

Management, operational, and technical controls commensurate with the level of sensitivity for the system, including: - Electronic data is encrypted during transmission.- Electronic data is password protected- Access to electronic data is role-based- Access to electronic data is based on "least privilege"- Access to electronic data is limited by number of attempts, session lock, session termination- Documents are stored in locked file cabinets / offices.- Documents are shredded (Medical Records are archived) when no longer needed- The application servers are isolated from the rest of the FOH network by firewalls, which control access to the application data.

## 06.3 HHS PIA Summary for Posting (Form) / OS ASPA HealthCare Insurance Portal [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  Yes

**If this is an existing PIA, please provide a reason for revision:**  Not Applicable

**1. Date of this Submission:**  9/30/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  Not Applicable

**5. OMB Information Collection Approval Number:**  Not Applicable

**6. Other Identifying Number(s):**  None

**7. System Name (Align with system Item name):**  OS ASPA HealthCare Insurance Portal

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Craig LaFond

**10. Provide an overview of the system:**  HCIP is a database-driven web application that allows users to search for health coverage.  The system returns multiple options and gives the user a way to get additional information on their options.

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Not Applicable

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** No PII is collected.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** No PII is collected.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** No PII is collected.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** OS Senior Official for Privacy

**Sign-off Date:** 9/30/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASPR MedicalCounterMeasures.gov [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/30/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-4103-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  Not Applicable

**5. OMB Information Collection Approval Number:**  Not Applicable

**6. Other Identifying Number(s):**  Not Applicable

**7. System Name (Align with system Item name):**  OS ASPR MedicalCounterMeasures.gov

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Bob Williams

**10. Provide an overview of the system:**  MCM.gov website provides a central point to communicate with manufacturers of vaccines, drugs, therapies and diagnostic tools for public health medical emergencies.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  IIF is disclosed to our interagency partners for the purposes of responding to user requests.  Prior to submitting IIF, users must agree to share their information with other agencies. Though the site is operated by HHS, the site clearly states that content and answers to questions are the responsibilities of a number of interagency partners.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:**
MedicalCountermeasures.gov only maintains/collects voluntarily submitted IIF (name, business phone number, business e-mail, business fax number) as a means to enable the government to contact companies to discuss product information that has been submitted through the MedicalCountermeasures.gov system and as a way of maintaining security controls as required by federal law.

Any information submitted on comment forms, forum registration, meeting request forms, and other submissions to MedicalCountermeasures.gov is provided by submitters voluntarily.

Users can access the portions of the site that provide publicly available information without logging into the site.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** (1) As submissions are voluntary and used only to contact users in response to a request, there are no processes in place to review or maintain that information. Records are accumulating under GRS 16, Item 5, Project Control Files. "Destroy 1 year after the year in which the project is closed." Project is closed when the product is licensed or withdrawn from consideration by the company. When the company file is destroyed, the IFF will be deleted.

(2) Users are notified of their privacy rights via the Privacy Policy link, which is located at the bottom of each page. In addition, users receive notification when logging into the system. Individuals will be given notice of consent by 1) a link to the privacy policy page and 2) a notification of the privacy policy upon login.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The security precautions taken by the facility are covered in detain in their SAS-70 report.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:**  OS Senior Official for Privacy
**Sign-off Date:**  9/30/2010
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Unified Financial Management System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/3/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-01-01-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  none

**7. System Name (Align with system Item name):**  OS ASRT Unified Financial Management System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Sheila Conley

**10. Provide an overview of the system:**  The Unified Financial Management System (UFMS) is a business management tool designated to provide timely and reliable information to improve financial, business and operational functions within HHS.  UFMS is designated to satisfy 3 categories of financial management systems requirements mandated by the Federal Financial Management Improvement Act (FFMIA).  These are: 1) Federal financial management systems requirements promulgated by OMB and the Joint Financial Management Improvement Program (JFMIP); 2) federal accounting standards; and 3) the United States Standard General Ledger at the transaction level.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The information will be shared between the Office of the Secretary (OS), Centers for Disease

Control (CDC), Food and Drug Administration (FDA), National Institutes of Health (NIH), Administration on Aging (AoA), Administration for Children and Families (ACF), Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Centers for Medicare and Medicaid Services (CMS), the U.S. Department of the Treasury, and the U.S. Department of Defense.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The system will collect transactional and accounting data to meet functional requirements for Core financial management functions: General Ledger, Budget Execution, Payment and Receipt Management, Cost Management, Commitments and Obligations, and Reporting.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The information will be keyed into the database. The information may come directly from the private individual source or from other offices within the UFMS boundaries. All notification for the use and protection of private information will be convedyed in writing during training and by electronic notice. Although the need to share this information outside the UFMS system boundaries is not required, it could be in the future. Processes are still being developed to determine how consent will be given with regard to what information is collected and how it will be shared.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The system will be secured by methods prescribed in the System Security Plan (SSP). The SSP calls for system life-cycle practices for Federal financial systems. The methods employed include risk assessments and implementation of management, operational, and technical controls.

*PIA Approval*

**PIA Reviewer Approval:**

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009
**Approved for Web Publishing:** Yes
**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Computer Controlled Access [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:** 7/15/2010

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** CCA will use the HHSIdentity SORN once it is published.

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** OS ASA Computer Controlled Access

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Donald Williams

**10. Provide an overview of the system:** The CCA system is an access control application designed to grant, monitor, and maintain physical access to the Hubert H. Humphrey building. Access is granted based on the needs of the users visiting.  All information about the visitor is maintained in the CCA database and can be accessed at a future time.

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** IIF information is only used for the purposes of generating a badge for a respective user, and for the HHS Security Guard force for identification purposes.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The information in the

system is maintained for the purpose of granting physical access to the buildings in the SW Complex. CCA collects and maintains personal identifiable information, including but not limited to name, address, Social Security Number, date of birth, and job title for the purpose of generating badge access requests. In order to be granted the appropriate request, each individual is required to submit this personal information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Employees are not notified when major changes are made. Consent is obtained from each employee and each visitor. Employees are given verbal notice on how their information is used.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The server equipment is locked behind physical rooms with controlled access via the CCA system. All individual entering the areas are required to badge in for access. This transaction is stored on the system for reporting. Each administrator, guard and service person has an individual login to the system and each time they use a login it is stored for reporting.

*PIA Approval*

**PIA Reviewer Approval:** Demote

**PIA Reviewer Name:** Jaime Robinson

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst, Acting OS CIO

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Client Billable Hours System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:** 7/15/2010

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** OPM/GOVT-1 and OPM/GOVT-5

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** OS ASA Client Billable Hours System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Gary Blackburn

**10. Provide an overview of the system:** CBH is a web-based application designed to record, track, and report on work performed within the HHS Office of Human Resources. The end users of the systems are all OHR employees or contractors. Work is entered as discrete "workitems" which includes the type of assignment, the OPDIV/Center the work is for, who is assigned to complete the work, the start and end dates of each assignment, and the number of hours of work expended by OHR. This information is used to provide OHR and OHR customers with information about services provided by participating HR Centers, including workload, timeliness, and adherence to established service-level agreements. CBH also provides reporting for both internal (OHR, ASAM, PSC, etc.) and external organizations (OPM, OMB, etc.)

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** PII is not shared.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** CBH is used by HHS HR specialists and HHS HR contract employees to track information about HR activities. In the progress of tracking this information the name of a current employee or vacancy announcement selectee is added to the system to identify the action being tracked. When this information is relevant to the tracked item it is mandatory.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** CBH is an extension of the data records already in place within the Human Resources Office. Federal Employees and applicants are informed that this information is collected and maintained within HR at the time of their application, or on the first date of employment.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Access to the system is restricted to users on the HHS Intranet with a valid user id and password. Only human resources employees and contractors within the RHRC are eligible to receive access to this system. The server is housed within the ITIO server facility in the Parklawn Building and is well protected from unauthorized physical access.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/20/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Managing & Accounting Credit Card System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  7/7/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1200-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  Managing & Accounting Credit Card System (MACCS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Matt Zakielarz

**10. Provide an overview of the system:**  MACCS is a system designed to provide access to and account for credit card purchases. Using transaction data from the credit card processing center at the JP Morgan Chase, MACCS is a downstream process that provides a means for ensuring that each transaction is a valid transaction, reviewed by an authorized official, assigned to a proper budgetary fund, paid in a timely manner and transmitted for posting to the general ledger

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Internal HHS Financial Management Staff

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** The MACCS system will process valid transaction reviewed by an authorized official, proper budgetary funds and transmitted for posting to the general ledger. System contains IIF information pertaining to credit card numbers and SSN's.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Use of the system by the individual addresses consent.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The following administrative, technical, and physical controls are in place for MACCS:

Administrative Controls

C&A Completed

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls

User Identification and Passwords

Firewall

Virtual Private Network (VPN)

Encryption

Intrusion Detection System (IDS)

Physical Controls
Guards
Identification Badges
Key Cards
Cipher Locks
*PIA Approval*
**PIA Reviewer Approval:** Promote
**PIA Reviewer Name:** Ruth Doerflein
**Sr. Official for Privacy Approval:** Promote
**Sr. Official for Privacy Name:** Terry L. Hurst
**Sign-off Date:** 8/16/2007
**Approved for Web Publishing:** Yes
**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA Automated Real Property Information System [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  6/24/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  n/a

**5. OMB Information Collection Approval Number:**  n/a

**6. Other Identifying Number(s):**  none

**7. System Name (Align with system Item name):**  OS ASA Automated Real Property Inventory System (ARIS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Elizabeth Fahey

**10. Provide an overview of the system:**  The Automated Real Property Inventory System (ARIS) is web-based tool for collecting data pertaining to HHS owned and leased properties. HHS contracts with Lease Harbor LLC to use their Harborflex software for ARIS.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  HHS employees name , phone numbers, email address who are the POCs for HHS-owned real property.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** n/a

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** locked doors, private VPN

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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# 06.3 HHS PIA Summary for Posting (Form) / OS ASA Biometric Enrollment System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  6/24/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-02-00-02-0030-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-40-0013

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  None

**7. System Name (Align with system Item name):**  OS ASA Biometrics Enrollment System (BES)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Ken Calabrese

**10. Provide an overview of the system:**  To store, manage, and maintain information related to the enrollment and employment of federal and contractor applicants as well as the issuance and maintenance of PIV credentials to authorized personnel; this includes the process of identity verification and the authorization to access federal space and information systems.

BES is used to collect fingerprints, photo and other identification which is sent to OPM for background investigation and to allow issuance of badges within HHS and other federal agencies.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**
IIF is disclosed to OPM for performing background investigations for Federal Employees and Contractors as described by HSPD-12 and FIPS-201.

IIF may be disclosed to the enrollee upon request.

IIF may be disclosed to law enforcement officials when HHS becomes aware of evidence of a violation of civil or criminal law.

IIF may be disclosed to congressional offices in response to a verified inquiry made at the written request of the individual.

IIF may be disclosed to the Department of Justice, court or other tribunal when it has been deemed necessary and relevant to litigation.

IIF may be disclosed to officials of labor organizations when relevant and necessary to their duties of exclusive representation.

IIF may be disclosed to organizations approved by the Secretary for performing quality assessments, audits or utilization review.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** IIF includes fingerprints, photo, scanned documents, etc. to perform ID checks. The submission is mandatory to allow access to HHS facilities, sensitive data and IT systems. The information is used to issue identification badges and perform background investigations for Federal Employees and Contractors as described by HSPD-12 and FIPS-201.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Authorization of Release of Information form. Part of Standard Form 85, Standard Form 85P and Standard Form 86.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Administration: Training for users and administrators; Confidentiality agreements for contractor access; Separation of duties and least privilege access and accountability;  and Processes are in place to monitor and respond to privacy and security incidents.

Technical: Firewalls and Intrusion detection systems protect the boundaries of the HHS network on which this system operates; Encryption is enabled on mobile/portable systems; Passwords are used to control workstation and server access and to control encryption and application access; and VPNs are used to encrypt data transfers.

Physical: Workstations remain in the custody of authorized personnel while on-site and when transported; Workstations are covered by HHS physical controls, including guards, CCTV and ID badges; and Servers are maintained at the MAHC and are protected by the physical controls of MAHC

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA AHRQ Local Area Network [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  6/17/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASA AHRQ Local Area Network

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Scott Funk

**10. Provide an overview of the system:**  AHRQ GSS is a LAN supporting the operations of the HHS/AHRQ.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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# 06.3 HHS PIA Summary for Posting (Form) / OS ASA AoA General Support System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  6/17/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASA AoA General Support System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Scott Funk

**10. Provide an overview of the system:**  The AoA GSS is a LAN, supporting operations of the HHS/AoA Headquarters.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  The system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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# 06.3 HHS PIA Summary for Posting (Form) / OS ASA ACF General Support System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 6/15/2010

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** OS ASA ACF GSS

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Scott Funk

**10. Provide an overview of the system:** The ACF GSS is a local area network supporting the operations of the HHS/ACF.

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

**06.3 HHS PIA Summary for Posting (Form) / OS ASA Access Control Tracking System (Security) [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  6/14/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0018

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASA Access Control Tracking System - Security

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Jack Stoute

**10. Provide an overview of the system:**  The OS ASA Access Control Tracking System - Security (ACTS-Security) automates, streamlines, and standardizes the entry, modification, and exit clearance process for employees and contractors entering or exiting on-site employment at the Program Support Center (PSC).

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The ACTS-Security clearance system discloses IIF only to PSC officials with a need to know.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  The ACTS-Security

clearance system contains Personnel Management Information as defined in NIST SP 800-60. This includes PSC employee and contractor names, work addresses, work e-mail addresses, work phone numbers, and work cell phone numbers. Submission is voluntary.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** none needed

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** ACTS-Security utilizes administrative, technical, and physical security controls to minimize the risk of a breach of IIF. If a security incident does occur, it will be immediately reported to the PSC CISO and through her, to the HHS PII Breach Response Team. They will analyze the incident, determine its impact, limit its damage, and restore normal processing.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 7/13/2010

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

**06.3 HHS PIA Summary for Posting (Form) / OS ASA FOH Local Area Network/Wide Area Network [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 3/30/2010

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-91-02-00-02-1041-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** No

**5. OMB Information Collection Approval Number:** No

**6. Other Identifying Number(s):** No

**7. System Name (Align with system Item name):** FOH LAN/WAN

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** David Fisher

**10. Provide an overview of the system:** The FOH LAN/WAN provides local connectivity for the FOH BTS office and wide area connectivity for the various FOH office locations and general services for FOH including e-mail, Blackberry services, websites, and data bases.

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** No

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Business contact information and limited medical information in the voluntary HT-Pro program - name, DOB, SSN, and medical notes for 1500-2000 people.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** E-mail notofication to affected people. Comnsent is granted by voluntary participation in the HT-Pro program

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** System has an ATO with appropritate technical, administrative, and physical controls in place in accordance with NIST guidelines. All PII is stored behind firewalls on protected subnets

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Occupational Health Information Management System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  3/25/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1031-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-15-0004

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  OHIMS

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  David Fisher

**10. Provide an overview of the system:**  Ohims assists Reviewing Medical Officers (RMOs) in providing surveillance of employees for federal employers to track medical and exposure histories that may adversely impact their work performance, conduct, and health.  In order to achieve these objectives, the Ohims case management and reporting system was developed.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Reviewing medical officers and designated customer representatives who aggregate data.  As necessary via law enforcement.

Access to data is restricted to personnel of the FOH reviewing medical officers assigned to the select agreement.  Direct access by non-FOH personnel is not provided.  Arrangements can be made through the FOH MRO for an agency to share data sets in Excel or Access format in

support of studies conducted by agency representatives.  Due to the provisions of FOH policy (M.39, Release of Confidential Medical Information), confidential medical information may be released only to the agency-designated Employee Medical Files System Manager, or upon written consent of th subject employee(s).  Non-confidential informatino or non-identifiable data (average weight of the work force) may be released to the agency.

The RMO works with the agency to assist them in identifying the information  that is necessary to meet their program needs, and to assure that the information provided does not breach the requirements of confidentiality.  Where policy questions exist, staff or contractors can cll the Associate Medical Director or Director of Clinical Services for policy clarification.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Reviewing medical officers and designated customer representatives who aggregate data.

Ohims supports operations functionality for Ohims clients in approximately 5 RMO/ doctor locations throughout the United States.

Ohims was completed and placed into production during February 1999.  It is comprised of a Microsoft terminal server application that communicates with the centralized Ohims Oracle server at BTS and collects exam data, and a centralized Ohims Reports Oracle database that provides reports to FOH and Customer management.  Ohims provides FOH doctors with a tool that meets their surveillance goals, with centralized management and reporting capabilities.

"Surveilance management" refers to the process of gathering information on a person who has called into the FOH Clinic for an appointment and signed a Statement of Understanding (SOU).  Initial client contacts are classified as a "Pre-Phase".  Information is collected from those individual's exposure history into the Ohims.  Pre-Phase information collected from clients and input into Ohims includes demographic information (i.e., employment type, date of birth, name, employee SSN, gender, etc.), contact information, and employment information.  This data is input into Pre-Phase module (labeled Health Surveillance Module by Sentry).   Refer to Figure 1 for the graphical process flow.

Once complete the exam is sent to the agreement managers who direct it to the Reviewing Medical Officer (RMO) who evaluates the individual's ability to perform their assigned tasks.  The RMO reviews occupational exposure and changes in health to confirm the individual is being properly trained and protected for the work environment.

RMO / doctors are able to create and print any of the Ohims reports to effectively manage the individual's exposures or activity.  These reports are stock FOH forms.

Patient demographic information is collected to include DOB, SSN or unique ID, height, weight and other basic medical information. The demographic information is used to track the patient in the database. The medical information is used for Health Surveillance. Demographic information includes IIF (DOB, SSN, name, physical characteristics). Submission is voluntary, the agency is notified if the data submission is refused by the employee. The employee agency thenuses its own policy and procedures for doing the exam (regulatory, agency mandated, voluntary surveillance, etc.).

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Consent forms must be signed. All employees are required to read FOH's privacy statement when they have their exam in the OHC and are asked to sign an authorization for disclosure which describes what information will be disclosed outside FOH. Form FOH-6 is the disclosure form and form FOH-32 is the privacy statement. All employees are asked to sign a release of information form before information any identifieable information is transferred or release from OHIMS.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Firewalls, active directory, locked room, confidentiality agreements, clearances commensurate with positions.


Users can access Ohims utilizing a Citrix Client connection to the Ohims Terminal Server site through the Intranet. The Ohims ORACLE server maintains an active database of exams and RMO findings, including all demographic and medically confidential data. This is transported to the appropriate nurse or doctor via the Terminal Server though a Citrix Client connection. Additionally, full private firewall and anti-virus protection are provided on each desktop to prevent corruption or unauthorized capture of data. All users are required to have unique user names and passwords to gain access to the database and Ohims application. Strong passwords are required by all users, which consist of eight (8) characters with at least one Capital, one special character and one number. These measures guarantee secure data transmissions and communication between the user community and BTS.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:**  Promote
**Sr. Official for Privacy Name:**  Suzi Connor
**Sign-off Date:**  8/17/2007
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Web Warehouse Inventory Management System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  3/4/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1018-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  No

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  Web Warehouse Inventory Management System (WebWIMS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Debbie Orfe

**10. Provide an overview of the system:**  Provides inventory management, space control, order entry, receiving, and storage functionality for the AOS Personal Property Facility in Gaithersburg.

WebWIMS provides material handling, inventory control, and employee assignment using radio frequency (narrow band wireless) and barcode technology with optional interfaces to conveyors, carousels, picking devices, etc.  A wireless technology is required to accommodate the constant movement of product, mobility of users, and accommodate the demands for real time data in internal inventory control and space management.  In addition, data is gathered to support workload and performance monitoring for PSC KPI program and MEO reporting to QASP.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** Internal Branch Employees.

PSC/Business Office - manual interface with PRICES for billing customers, Customer courtesy copy

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Information will be collected for order entry purposes. All LSB employees require access to conduct their daily duties.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Paper/verbal data will be collected and entered by Branch employees. Electronic notifications will be used to convey the information to the employees. The employees will need to make a decision on cancelling any order.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Full suite of controls in accordance with SP 800-53. See the Security plan for details. Administrative:- Certification and Accreditation- System Security Plan- Contingency Plan- Backups and off-site storage- User Manuals- Training- Contractor privacy clauses- Least privledge- Policy and guidelines for IIF Technical:- UserID and passwords- Firewall- Encryption- Intrusion Detection System- Privacy/security incidents process Physical:- ID Badges- Cipher locks- CCTV

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

# 06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Human Resources and Personnel [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  1/27/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-01-1100-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0018

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM Enterprise Human Resources and Personnel

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Greg Huttman

**10. Provide an overview of the system:**  A system for collecting, tracking, routing and maintaining information relating to personnel actions and determinations made about an employee whil employed at HHS.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Human Resource personnel, supervisors, and employees.

OPM Reporting, and Internal Agencies Reporting

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Personnel and payroll

information required by personnel management specialists and managers in order to process and properly execute agency personnel actions.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Information is collected from individuals. Consent is granted as part of the employee induction process.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The following administrative, technical, and physical controls are in place for EHRP:Administrative ControlsSystem security plan Contingency (or backup) plan File backup Backup files stored offsite User manualsSecurity Awareness TrainingContractor AgreementsLeast Privilege AccessIIF PoliciesTechnical ControlsUser Identification and PasswordsFirewallEncryptionIntrusion Detection System (IDS)Physical ControlsGuardsIdentification BadgesKey Cards

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Defense Contract Management Agency

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  1/19/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-09-02-1031-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-15-0004

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  DCMA

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  David Fisher, FOH BTS IT Director

**10. Provide an overview of the system:**  HHS values and benefits from a workforce that is physically well, they support the efforts of DCMA in achieving this goal.  DCMA assists employees and employers to resolve medical problems that may adversely impact their work performance, conduct, health and well-being by tracking the subject's repetitive exposure to items that could be detrimental to the subject's health.  In order to achieve these objectives, of tracking these exposures, the DCMA case management and reporting system was developed.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Medical officers use for review of medical data.  DCMA assists employees and employers to resolve medical problems.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Patient demographic data to include name, DOB, SSN or unique ID, and other basic medical information. The demographic information is used to track the individual in the database. The medical information is used for Health Surveillance. The demographic data contains IIF (name, SSN, DOB, physical chaacteristics. If employees do not want to provide information needed to establish a medical record, then this information is forwarded to the Agency. The Agency policies will dictate what process is followed for doing the exam (regulatory, agency mandated, voluntary surveillance, etc.). Patients log information from physicals, basic data, physical reports, genetic issues, illnesses and remediation plans go directly to the supervisor.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** All employees are required to read the FOH privacy statement when they have their exam in the OHC and are asked to sign an authorization for disclosure which describes what information will be disclosed outside of FOH. All employees are asked to sign a release of information form before information and any identifieable information is transferred or released from DCMA.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Management, operational, and technical controls commensurate with the level of sensitivity for the system, including: - Electronic data is encrypted during transmission.- Electronic data is password protected- Access to electronic data is role-based- Access to electronic data is based on "least privilege"- Access to electronic data is limited by number of attempts, session lock, session termination- Documents are stored in locked file cabinets / offices.- Documents are shredded (Medical Records are archived) when no longer needed- The application servers are isolated from the rest of the FOH network by PIX firewalls, which control access to the application data.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:**  Suzi Connor
**Sign-off Date:**  8/14/2007
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA Employee Assistance Program Information System (FOH)**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  1/19/2010

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1021-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0010

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  DOCID:fr07mr97-105

**7. System Name (Align with system Item name):**  Employee Assistance Program Information System (EAPIS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  David Fisher

**10. Provide an overview of the system:**  Web component deactivated - Systems Name is now EAPIS -jsb 9/18/2008

Formerly called EAPIS

Manage EAP clinician activity.

This system contains a written or electronic record on each EAP client. These records typically contain demographic data such as client name, date of birth, grade, job title, home address, telephone numbers, and supervisor's name and telephone number. The system includes records of services provided by HHS staff and services provided by contractors.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** PII is not shared (except as required by law) with anyone outside of HHS.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The information contained in each record is a documentation of the nature and extent of the client's problem(s). When the intervention plan includes referral(s) to the treatment or other facilities outside the EAP, the record also documents this referral information. The information contained in each record is also used for monitoring the client's progress in resolving the problems(s). Anonymous information from each record is also used to prepare statistical reports and conduct research that helps with program management.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Information in this system of records is: (1) Supplied directly by the individual using the program, or (2) supplied by a member of the employee's family, or (3) derived from information supplied by the employee, or (4) supplied by sources to/from whom the individual has been referred for assistance, or (5) supplied by Department officials (including drug testing officers), or (6) supplied by EAP counselors, or (7) supplied by other sources involved with the case. Clients of the EAP will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA GovNet-NG (Finance)

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  10/23/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-01-01-1010-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  GovNet-NG

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Jacqueline Harper

**10. Provide an overview of the system:**  GovNet-NG is a secure on-line data and report repository which is accessible via the Intranet using standard web browsers.  The accounting data archives from the CORE system will be accessible through CORE-like inquiries on transition to UFMS.  The report repository will maintain the CORE reports, UFMS reports, and other source system reports, such as Payroll.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  HHS employees specifically authorized

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  GovNet-NG will receive point-in-time reports, as well as, the CORE accounting transactions to support audits, research,

and history of the financial activity.  Data does contain IIF as it is provided from the other systems.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  Data is not collected from the public.  CORE accounting transactions will be a one-time data load at the conclusion of the conversion process from CORE to UFMS.  The data will be transmitted via secure FTP.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  The following administrative, technical, and physical controls are in place for GovNet-NG:

Administrative controls:
- C&A completed
- System Security Plan
- Contingency Plan
- System backups
- Offsite storage
- User manuals
- Security Awareness Training
- Least Privilege Access
- IIF Policy

Technical Controls:
- User ID and Passwords
- Firewall
- VPN
- Encryption
- Intrusion Detection

Physical Controls:

- Guards

- ID Badges

- Key Cards

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/16/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA iComplaints [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  10/12/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-3384-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0018

**5. OMB Information Collection Approval Number:**  None Provided

**6. Other Identifying Number(s):**  None Provided

**7. System Name (Align with system Item name):**  OS ASAM iComplaints

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Lamont Virgil

**10. Provide an overview of the system:**  iComplaints is an enterprise level application that provides management and tracking information to the DHHS office of the secretary regarding EEO complaints.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Personnel and EEO complaint information is collected by personnel management specialists and managers in order to process and properly execute EEO complaints.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Information is collected and consent is obtained directly from individuals when they contact personnel management specialists to register an EEO complaint.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Provided in detail in SSP

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASH Division of Commissioned Personnel Local Area Network [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-09-02-1020-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  No

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  OS OPHS Division of Commissioned Personnel Local Area Network

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  William Knight

**10. Provide an overview of the system:**  The DCP LAN provides local connectivity for the DCP office.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** No

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  No

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** No

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** No

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS OSSI Security Information Processing System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-09-02-3334-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0020

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS OSSI Security Information Processing System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Doug Pruett

**10. Provide an overview of the system:**  Houses the Department-wide records for all employees and contractors who occupy National Security or Public Trust positions.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Hiring supervisor

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Maintains information about background screenings on employees and contractors occupying National Security or Public Trust positions.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Interviews, forms information suppliers will be told that the information is being collected in connection with a security background check. Individual being investigated will provide basic information and are aware of the background screening requirements upon applying for the position.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Secured stand-alone application located in a double-secured location.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS OGC Matter Tracking System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-0138-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS OGC Matter Tracking System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  John Shimabukuro

**10. Provide an overview of the system:**  A centralized system that enables a sophisticated analysis of not only current but also projected workloads across the enterprise.  It provides a robust data capture, workflow, timekeeping, and reporting solution set that enables better strategic planning and performance-based budgeting.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  OGC attorneys, paralegals and legal staff

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Every piece of information -- notes, case development information, legal research, correspondence, pleadings, evidence,

court calendars, task lists, statutes of limitations and other critical deadlines, time and expense entries, budgets, and e-mails -- is automatically placed in the right electronic matter file under the matter and client numbers used by an organizations accounting system.  No IIF information is collected or maintained in MTS.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  N/A

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):**  Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  N/A

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth M. Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst

**Sign-off Date:**  9/1/2009

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS DAB Automated Case Tracking System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-0005-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  none

**7. System Name (Align with system Item name):**  OS DAB Automated Case Tracking System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Neil Kaufman

**10. Provide an overview of the system:**  Tracks status of DAB cases via automation.  Separate modules for each DAB division.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Information enables DAB staff to track status of their various cases.  Does not contain IIF information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  N/A

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):**  Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  N/A

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth M. Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst

**Sign-off Date:**  9/1/2009

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Program Performance Tracking System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASRT Program Performance Tracking System (PPTS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Akim Adechoubou

**10. Provide an overview of the system:**  The ASRT provides analytical support and recommendations on budget, performance, and program policy issues. The office maintains active communication with OMB and the Congress and must have consistent access to reliable performance information in a timely manner.

HHS seeks to modify NIH's Program Performance Management System (PPMS) to create one centralized Program Performance Tracking System (PPTS) for all Operating and Staff Divisions (OPDIVs and STAFFDIVs) (i.e., agencies) within HHS.  Each OPDIV and STAFFDIV has its own performance management system (electronic or manual).  NIH's current system already meets many of the HHS identified requirements listed throughout this document.

The Center for Information Technology (CIT), NIH, is managing one of the HHS' initiatives to consolidate and manage the IT lifecycle of servers and applications within the Department.  The CIT consolidates and centralizes application management to drive down costs, improve reliability, and enhance security.  The CIT is located at the NIH in Bethesda, MD. HHS Program Performance Tracking System (PPTS) will reside at CIT during the entire project lifecycle.  The CIT provides a variety of operations and control services for applications hosted within its infrastructure, including hardware maintenance to ensure optimal application performance.  The CIT team maintains the operating systems and databases, performs upgrades, monitors technical issues, and manages patches and the upgrade path.  HHS (ASRT) has established a Memorandum of Understanding with NIH's CIT to support the acquisition of software, design, modification, installation, configuration, testing, training and hosting of the performance system.

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** NO

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The agency will track performance information across the Department. The system will allow for access of performance information via a web-based interface and will result in a robust analytical capability for performance measurement and reporting, and for informing budget decisions.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The Program Performance Tracking System (PPTS) does not collect any personal information associated to the system.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** No collection IIF information in the system

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst
**Sign-off Date:**  9/1/2009
**Approved for Web Publishing:**  Yes
**Date Published:**  August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA Web Application Vulnerability Scanning System [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  9/1/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-03-00-02-0025-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASRT Watchfire

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Dan Galik

**10. Provide an overview of the system:**  Automates the analysis of online properties to identify issues that jeopardize HHS's identity and reputation, mitigates online risk by identifying and alerting executives about privacy and data security issues, and provides an inventory and technology map of their entire online presence.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Analyzes HHS online

information to improve information integrity, security, and inventory. Contains no IIF information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Network Management System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM Enterprise Network Management System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Alan Smith

**10. Provide an overview of the system:**  The ENMS is the network supporting operations of the HHS/OS.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

**06.3 HHS PIA Summary for Posting (Form) / OS ASA Help Desk for DFAS [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  None

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM Help Desk for EHRP and DFAS

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Terry Hurst

**10. Provide an overview of the system:**  A system for documenting and tracking of information and assistance resource for troubleshooting problems with Payroll, Capital HR (EHRP), and Integrated Time and Attendance System (ITAS).

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Defense Finance and Accounting Service (DFAS) for escalating payroll issues

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Personnel and payroll information required by personnel management specialists and managers and payroll customer

services representatives and managers in order to process and properly execute reported personnel and payroll problems.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Information is collected from individuals. Consent is granted as part of the employee induction process.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Each SCENTER user is assigned a User ID and password. User IDs and passwords are managed by the SCENTER Application Security Administrator through a user profile program.

The following administrative, technical, and physical controls are in place for SCENTER:

Administrative Controls

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls

User Identification and Passwords

Firewall

Encryption

Intrusion Detection System (IDS)

Physical Controls

Guards

Identification Badges

Key Cards

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth M. Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst

**Sign-off Date:**  9/1/2009

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise E-Mail System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-02-00-01-0009-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM Enterprise E-Mail System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Michael Svihra, Project Manager

**10. Provide an overview of the system:**  EES is also known as the "HHSMail" system

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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# 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Grants.gov [System]

## PIA SUMMARY AND APPROVAL COMBINED

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-01-99-01-0160-24

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  none

**7. System Name (Align with system Item name):**  Grants.gov -- Find and Apply

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Terry Nicolosi

**10. Provide an overview of the system:**  Grants.gov is one of the PMA E-Gov initiatives and is deploying 2 Government-wide grants mechanisms: Find and Apply. The Find mechanism allows Federal agencies to post funding opportunities on Grants.gov and allows potential applicants to search these opportunities. All grant-making agencies were publishing funding opportunities by October 2003. The Apply mechanism allows agencies to post their application packages on Grants.gov and allows applicants to download the packages and complete them offline, and submit them electronically. The Apply mechanism was launched on October 31, 2003. Grants.gov operates a Contact Center at a state-of-the art secure hosting facility to support agency and applicant users. Grants.gov also operates a forms factory to develop (electronic) forms for the grant-making agencies. Grants.govs day-to-day activities are operated out of the Grants.gov Program Management Office.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** Allows Federal agencies to post funding opportunities, and allows potential applicants to search these opportunities. Does not contain IIF information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Parklawn Computer Room [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Parklawn computer room

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Errol Brown

**10. Provide an overview of the system:**  The Parklawn computer room is a data center facility located in HHS's Parklawn building.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Automated Financial Statement System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 8/31/2009

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-90-01-06-02-0004-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** Automated Financial Statement System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Katherine Lee

**10. Provide an overview of the system:** Collects OPDIVs' financial statement data to generate the HHS-wide year-end and quarterly statements

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** OPDIV financial data is collected to produce a consolidated financial statement for HHS -- for year-end and quarterly submissions to OMB.  The data used is not confidential, not sensitive, and not private.  No IIF information is collected.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHH computer room [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  HHH computer room

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Alan Smith

**10. Provide an overview of the system:**  The HHH computer room is a data center facility located in HHS's Hubert H. Humphrey building.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This facility does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This facility does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This facility does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This facility does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Personal Property Facility Local Area Network [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  No

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  PPF Local Area Network

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Debbie Orfe

**10. Provide an overview of the system:**  The PPF LAN provides local connectivity for the Personal Property Facility offices and warehouse.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  No

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  No

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original**

collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])  No

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):**  No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  No

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst

**Sign-off Date:**  9/1/2009

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Parklawn General Support System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  PSC Parklawn GSS

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Errol Brown

**10. Provide an overview of the system:**  The PSC Parklawn GSS is a series of networks that support the operations of the Parklawn building-based portion of PSC (including DCP).

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Office of the Secretary Local Area Network [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS Local Area Network

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Scott Funk

**10. Provide an overview of the system:**  The OS LAN is the network supporting operations of the HHS/OS.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Integrated Time and Attendance System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1016-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0018

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Integrated Time and Attendance System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Greg Huttman

**10. Provide an overview of the system:**  ITAS is a timekeeping by exception application that supports most aspects of tracking and reporting work hours and leave for federal employees. ITAS provides users with access to real-time leave balances and ensures that users accurately record work activity by enforcing time and attendance policies and procedures specific to the Federal Government. ITAS contains rules specific to data entered by Employees, Timekeepers, Approving Officials, Administrative Officers, and ITAS Administrators.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The ITAS data is secured-FTP over to our Mainframe system, hosted by the NIH/CIT Data Center where it is processed with other HHS OPDIVs time and attendance data.  That data is then shared with the Department's payroll provider Defense Finance and Accounting System. The purpose of sharing the information is to provide data to DFAS for payroll processing.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The information entered into this data system becomes a part of the accelerated time and attendance data collected and documents daily time and attendance for employees. The primary use of the information is to prepare time and attendance transactions as input to DFAS payroll cycle to eventually compute pay checks.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Consent is obtained as part of the condition of employment.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Each ITAS user is assigned a User ID and password. User IDs and passwords are managed by the ITAS Coordinators or Timekeepers through a user profile program. Granting ITAS Coordinator privileges is done centrally by the ITAS administrator.

The following administrative, technical, and physical controls are in place for ITAS:

Administrative Controls

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls
User Identification and Passwords
Firewall
Encryption
Intrusion Detection System (IDS)

Physical Controls
Guards
Identification Badges
Key Cards
*PIA Approval*
**PIA Reviewer Approval:** Promote
**PIA Reviewer Name:** Ruth M. Doerflein
**Sr. Official for Privacy Approval:** Promote
**Sr. Official for Privacy Name:** Terry L. Hurst
**Sign-off Date:** 9/1/2009
**Approved for Web Publishing:** Yes
**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHSNet General Support System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  HHSNet

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Alan Smith

**10. Provide an overview of the system:**  HHSNet is the enterprise backbone network that supports the interconnection and Internet access requirement's of the various networks supporting the individual Departmental StaffDivs/OpDivs.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  This system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** This system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** This system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

**06.3 HHS PIA Summary for Posting (Form) / OS ASA SAMHSA Local Area Network [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  SAMHSA General Support System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Errol Brown

**10. Provide an overview of the system:**  The SAMHSA GSS is a local area network supporting operations of the HHS/SAMHSA operating division.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  The system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Mentoring Matching System [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  None

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM HHS Mentoring Matching System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Mr. Clarence Baker

**10. Provide an overview of the system:**  The HHSU Mentoring Program website uses a database to collect information from employees to establish Mentor-Mentee relationships. The information collected includes personal information:

Name

Job Title

Job Status (Manager or Supervisor)

Work Phone Number

Work E-Mail

Work Grade or equivalent

Operating Division

Supervisor's Work E-Mail Address

Work Address, City, State, and Zip

Career Path

Leadership Competencies

Mentor/Mentee Preferences


Prospective mentees and mentors will be able to the following information: Employee's name, Operating Division, work address, and e-mail, as well as selected career path and leadership competencies.

The OPDIV Coordinator will have access to all the information stored in the database for each mentee and mentor via standardized reports.

**13. Indicate if the system is new or an existing one being modified:** New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The system will collect the following information:

Name

Job Title

Job Status (Manager or Supervisor)

Work Phone Number

Work E-Mail

Work Grade or equivalent

Operating Division

Supervisor's Work E-Mail Address

Work Address, City, State, and Zip

Career Path

Leadership Competencies

Mentor/Mentee Preferences

All information submitted is mandatory in order to for employees to join and be matched within the HHS Mentoring Program.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original**

**collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Participants who join the Mentoring Program consent via a User Agreement to providing the following information:

First and last name

Position title

General Schedule (i.e., GS) grade

Career path and series

Operating Division (i.e., OPDIV)

Contact telephone number

Office E-mail address

Office Mailing address

Supervisor's e-mail address

As per the User Agreement, the user consents to any changes that are made to the system. Accordingly, the

User will be notified of any changes via e-mail and such change will be posted within the home-page of the Mentoring Program website.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS IT Portfolio Management Tool [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-03-00-02-0050-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  HHS IT Portfolio Management Tool (Prosight)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Jeff Lovern

**10. Provide an overview of the system:**  To support the Department's Capital Planning and Investment Control (CPIC) process and the information technology (IT) budget formulation process, including the support of data collection and generation for OMB Exhibit 53 and 300 reporting.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** Summary and detailed information on individual IT investments and across OPDIV IT investments.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth M. Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASA Silver Spring Center Local Area Network [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-02-00-01-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASAM SSC LAN

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Scott Funk

**10. Provide an overview of the system:**  The SSC LAN is a local area network supporting the operations of the Silver Spring Center based portion of the HHS/PSC (HRS).

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The system does not collect, maintain or disseminate IIF.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  The system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,**

**disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The system does not collect, maintain or disseminate IIF.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** The system does not collect, maintain or disseminate IIF.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Enterprise Architecture Repository [System]

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-03-00-02-0001-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  OS ASA HHS Enterprise Architecture Repository

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  John Teeter

**10. Provide an overview of the system:**  HEAR is used to track and analyze the layers of the HHS Enterprise Architecture (EA) and the relationships between those layers.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  Infrastructure and process information for Capital Panning and Investment purposes.  No IIF information is collected.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

**06.3 HHS PIA Summary for Posting (Form) / OS ASA Perry Point Local Area Network [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  8/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1050-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  No

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  P Point LAN

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Irene Grubb

**10. Provide an overview of the system:**  The Perry Point LAN provides local connectivity.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  No

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  No

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original**

**collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  No

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):**  No

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  No

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth M. Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Terry L. Hurst

**Sign-off Date:**  9/1/2009

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS IOS Strategic Work Information and Folder Transfer

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  7/31/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-7255-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Stragetic Work Information and Folder Transfer

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Vanessa McClam

**10. Provide an overview of the system:**  SWIFT is the records and document management system for the Office of the Secretary, Executive Office.  Swift provides scanning, classifying indexing storage, retrieval, workflow, dissemination, and tracking capabilities for all of the documents received or generated by the executive office.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** Documents received and/or generated by the executive office. No IIF information is collected or maintained.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Financial Information Reporting System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  7/23/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  N/A

**7. System Name (Align with system Item name):**  Financial Information Reporting System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Edward A. Martin

**10. Provide an overview of the system:**  Used in the development of outlay estimating, tracking spending, and tracking apportionments.  It provides a repository for detailed historical obligations and outlay data for all uncancelled appropriation fiscal years.  It also provides rates for accounts and budget activities for "waterfall tables" used in developing outlay estimates for the President's Budget and required to be submitted in support of the Department's outlay estimates.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** FIRS is used in developing outlay estimates for the President's Budget and required to support the HHS estimates. It also provides the official summary of Treasury outlay reports, apportionment logging and tracking to permit the HHS OPDIVs to find out the status of their apportionments as they move from HHS to OMB and back.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA PropShop

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  7/13/2009

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1020-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  PropShop Web Ordering System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Debbie Orfe

**10. Provide an overview of the system:**  To enable items and services to be ordered online  by DHHS/Federal agencies.

PropShop is critical for providing customer's access 24/7 to requesting products or services from the LSB.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  Yes

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The information is shared with the PSC Business Office which uses PRICES for billing customers.  Additionally, customers receive an order confirmation by e-mail.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  The information collected is name, mailing address, phone numbers, financial account information, and e-mail address for the

purpose of mailing, shipping or delivering an order.  In addition, the financial information is required to bill the customer for the product or service provided.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  Customers fill in an order page on the website, some PII data is required to complete the order.  All LSB customers must follow the same steps to complete an order.   The HHS privacy policy is available electronically by the posting of a link at the bottom of the front page of the site.

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  Users connect through VPN Firewall Brick; which prevents unauthenticated traffic from entering a protected firewall perimeter.  It also provides cryptographic protection against attacks by requiring strong end user authentication.  Users are authenticated using strong User IDs and passwords.


Administrative Controls:

- C&A completed

- Approved System Security Plan

- Contingency Plan

- Backups

- Offsite storage

- User Manuals

- Contractor Agreements

- Least Privilege

- IIF Policy


Technical Controls:

- UserID and Passwords

- Firewall

- Intrusion Detection

- Encryption

- Process for monitoring and responding to security incidents

Physical Controls:

- ID Badges

- Cipher Locks

- CCTV

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Suzi Connor

**Sign-off Date:**  8/17/2007

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Revenue, Invoicing, and Cost Estimation System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/16/2007

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1014-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  PSC Revenue, Invoicing, and Cost Estimation System (PRICES)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Mary Woolston

**10. Provide an overview of the system:**  A financial system for the management of a fee for service business.  It contains four (4) modules:  costing & pricing, forecasting, billing and a web-based customer viewer.  PRICES is a system used by the PSC to manage the agency's business operations and facilitate such functions as product costing & pricing, obligation planning, customer invoicing and on-line bill viewing, and cost center management reporting.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  Cost and estimated demand information used in the development of rates is presented to the HHS Service and Supply Fund Board during our annual rate approval process.  Service provision and billing information is provide to customer program management and fiscal staff to support collection of reimbursements.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** The PRICES costing/pricing module allows cost center managers to input projected cost data, demand forecasts, etc. to enable calculation of fee-for-service rates. As our rates are developed using strict full-cost recovery models, this information is key in setting our product prices. The PRICES billing module allows collection of essential information from PSC functional areas about units of service provided, to whom, POCs, projects to be charged, etc. This information results in actual invoices processed in the core financial system and collection of funds from customers for services delivered. All data collected is essential in documenting that services were provided and serves as the basis for reimbursement to the PSC.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** The costing and pricing exercise is performed annually and reviewed a mid-year. The PSC Business Office issues an e-mail datacall to Service Directors and cost center managers including guidance for entry of costs and demand into PRICES. Managers obtain this information from historical documents, accounting reports, and other information available to them on future trends, etc. They are informed that the rates developed through PRICES will become, upon approval of the Board, the PSC's published rates for the following fiscal year. o Billing information is collected as services are performed. In most cases, bills will be determined by output of other systems or activities (i.e. FTE counts from HR systems) but in the case of variable services received, providers will record the "who, what, when, and where" and use this information to generate bills. When customers are asked for this information, billers have been instructed to inform them that this information is necessary for billing purposes. Failure to provide the necessary information would likely result in the PSC's inability to offer services to the customer, as all service costs must be recouped through fee revenues.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** Administrative controls:

- C&A completed 7/5/6

- approved System Security Plan

- Contingency Plan

- System backups
- Offsite storage
- User manuals
- Contractor agreements
- Least Privilege access
- IIF policy

Technical Controls:
- UserID and Passwords
- Firewall
- Intrusion Detection
- Process for monitoring and responding to security incidents

Physical Controls:
- Guards
- ID Badges
- Cipher Locks
- CCTV

*PIA Approval*

**PIA Reviewer Approval:** Promote
**PIA Reviewer Name:** Ruth Doerflein
**Sr. Official for Privacy Approval:** Promote
**Sr. Official for Privacy Name:** Suzi Connor
**Sign-off Date:** 8/17/2007
**Approved for Web Publishing:** Yes
**Date Published:** August 30, 2011

# 06.3 HHS PIA Summary for Posting (Form) / OS ASPA HHS Enterprise Portal

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**  No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 8/16/2007

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-00-02-00-02-0003-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** HHS Enterprise Portal

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Prudence Goforth

**10. Provide an overview of the system:** To provide integrated collaboration and application access across the HHS enterprise.  To provide employees with instant access to timely information on the vital health and human service programs that reside within HHS.  To reach employees directly and quickly with information in a form they can readily use.  The Web Portal will facilitate collaboration among the thirteen agencies and numerous Department-level offices that comprise HHS.

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** work-related information for collaboration purposes no IIF information will be collected

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/17/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Property Management Information System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   Yes

**If this is an existing PIA, please provide a reason for revision:**

**1. Date of this Submission:**  8/16/2007

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-00-01-06-01-0021-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  No

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  OS ASAM HHS Property Management Information System (PMIS)

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Jack Sweeney

**10. Provide an overview of the system:**  PMIS is a Web-based application, running on an Oracle database and developed by Sunflower, Inc.  The application is utilized for fixed asset accounting and is maintained by the Logistics Services Branch (LSB).  PMIS is used for recording capitalized property to the general ledger of PSC.

**13. Indicate if the system is new or an existing one being modified:**  New

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  Yes

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  The system will not share or disclose IIF with other agencies within HHS, agencies external to HHS, or other people or organizations outside HHS.

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** PMIS will collect asset, custodial, and location information to support fixed asset accounting and to record capitalized property to the general ledger of PSC. IIF information collected and stored includes names, phone numbers and email addresses of asset custodians. Submission of personal information is involuntary.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** Notification and consent beyond the employees agreement that IIF information will be used for the performance and execution of their work respoonsibilities is not made.

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** IIF will be secured using password based identification and authentication policies and technology, network firewalls, virus scanning software, intrusion detection technology, physical secutiy controls and preventative social engeneering best practices.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/16/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

## 06.3 HHS PIA Summary for Posting (Form) / OS ASA Elite Series System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**  8/13/2007

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-91-01-06-02-1050-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  09-90-0024

**5. OMB Information Collection Approval Number:**  No

**6. Other Identifying Number(s):**  No

**7. System Name (Align with system Item name):**  EliteSeries System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  Irene Grubb

**10. Provide an overview of the system:**  Provides cradle-to-grave management of the Supply Services Center's inventory and customers orders. It is made up of several modules wich are function-specific: Accounts Recievable, Accounts Payable, Inventory Management, Order Management, Purchasing, Production, Warehouse Management. The EliliteSeries Sytem is an off-the-shelf Software product licenesed by the SSC, and installed with no modifications.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  No

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:**  EliteSeries System does not collect PII information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** No

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** No

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** Yes

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** No IIF is contained in the system

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Ruth Doerflein

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Suzi Connor

**Sign-off Date:** 8/14/2007

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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## 06.3 HHS PIA Summary for Posting (Form) / OS ASFR Departmental Contracts Information System

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?** No

**If this is an existing PIA, please provide a reason for revision:** PIA Validation

**1. Date of this Submission:** 8/13/2007

**2. OPDIV Name:** OS

**3. Unique Project Identifier (UPI) Number:** 009-90-01-06-02-0002-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):** N/A

**5. OMB Information Collection Approval Number:** N/A

**6. Other Identifying Number(s):** N/A

**7. System Name (Align with system Item name):** Departmental Contracts Information System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:** Fred Evans

**10. Provide an overview of the system:** The DCIS mission is to provide the data collection and reporting capabilities needed to enable HHS to comply with the reporting requirements mandated by Public Law 93-400 for the reporting of procurement actions.

**13. Indicate if the system is new or an existing one being modified:** Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):** No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):** No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):** N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory:** DCIS provides a single system capability within HHS that collects, edits and stores information on individual

procurement and contracting actions executed by the Operating Divisions (OPDIVs) and other HHS offices.  No IIF information is collected.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])**  N/A

**32. Does the system host a website? (Note:  If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):**  Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:**  No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):**  No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:**  N/A

*PIA Approval*

**PIA Reviewer Approval:**  Promote

**PIA Reviewer Name:**  Ruth Doerflein

**Sr. Official for Privacy Approval:**  Promote

**Sr. Official for Privacy Name:**  Suzi Connor

**Sign-off Date:**  8/14/2007

**Approved for Web Publishing:**  Yes

**Date Published:**  August 30, 2011

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**06.3 HHS PIA Summary for Posting (Form) / OS ASFR Tracking Accountability in Government Grants System [System]**

**PIA SUMMARY AND APPROVAL COMBINED**

*PIA Summary*

**Is this a new PIA 2011?**   No

**If this is an existing PIA, please provide a reason for revision:**  PIA Validation

**1. Date of this Submission:**

**2. OPDIV Name:**  OS

**3. Unique Project Identifier (UPI) Number:**  009-90-01-06-02-0003-00

**4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):**  N/A

**5. OMB Information Collection Approval Number:**  N/A

**6. Other Identifying Number(s):**  none

**7. System Name (Align with system Item name):**  OS ASRT Tracking Accountability of Government Grants System

**9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:**  John Etcheverry

**10. Provide an overview of the system:**  The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level.  The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level.

**13. Indicate if the system is new or an existing one being modified:**  Existing

**17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):**  No

**21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4):**  No

**23. If the system shares or discloses IIF please specify with whom and for what purpose(s):**  N/A

**30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether**

**submission of personal information is voluntary or mandatory:** Tracks HHS-obligated grant funds. Does not contain IIF information.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.**

**(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.])** N/A

**32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII):** Yes

**37. Does the website have any information or pages directed at children under the age of thirteen?:** No

**50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):** No

**54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.:** N/A

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:**

**Sr. Official for Privacy Approval:** Promote

**Sr. Official for Privacy Name:** Terry L. Hurst

**Sign-off Date:** 9/1/2009

**Approved for Web Publishing:** Yes

**Date Published:** August 30, 2011

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